

## TECHNICAL PROPOSAL EVALUATION COMMITTEE APPOINTMENT MEMORANDUM

Memorandum

To: \_\_\_\_\_, Chairperson, - \_\_\_\_\_  
\_\_\_\_\_, Member, - \_\_\_\_\_  
\_\_\_\_\_, Member, - \_\_\_\_\_

From: Contracting Officer

Subject: Appointment to Technical Proposal Evaluation Committee  
(TPEC) - Evaluation of Technical Proposals - Solicitation  
No. \_\_\_\_\_ - \_\_\_\_\_ - (RFP)

### 1. Appointment to TPEC

You are hereby appointed to serve as a member on the TPEC for the subject solicitation. \_\_\_\_\_ has been appointed as Chairperson of the TPEC. The TPEC's evaluation report should be furnished to the Contracting Officer (or cognizant Contract Specialist) shown below on or before \_\_\_\_\_ in order to meet the milestone schedule for award contained in the Individual Acquisition Plan.

As a member of the TPEC, you are responsible for the technical evaluation of each technical proposal received subject to the requirements and procedures outlined in the Bureau of Reclamation Source Selection Handbook (SSH) [*insert "and Proposal Evaluation Plan" if prepared under SSH 301*]. Sections of the SSH that apply to the information contained herein are referenced in parentheses and you should carefully review these sections for further instructions and information. TPEC member responsibilities are discussed at SSH 203, 204, and 205.

The decisions that are made during the course of your evaluation will help to establish the Government's objectives for conducting negotiations and assist in determining the final successful offeror.

### 2. TPEC Evaluation Methodology

The technical proposals to be evaluated [*insert "are enclosed" or "will be distributed to you by -----."*] (SSH 501 and 503). Please take the time to carefully read all the materials regarding the review process that have been forwarded to you. A meeting will be scheduled by the Contracting Officer/Specialist for participation with the TPEC members to further discuss the evaluation process and review document control and security procedures (SSH 206, 207). Any questions you may have about the evaluation process will be addressed at that time, and in subsequent meetings, if required.

When the TPEC convenes, the chairperson will provide leadership for the committee (SSH 203). As a member of the TPEC, you should independently evaluate the proposals according to your individual judgment. Being objective, thorough, and consistent are the keys to a good evaluation (SSH 504, 506).

After each TPEC member has concluded evaluating each proposal, the chairperson will convene a meeting of the TPEC to discuss the results of the evaluation and develop an initial evaluation report. At this meeting, any proposal clarifications that have been identified by members which need to be obtained prior to completion of the report will be discussed. If necessary, offerors will be asked by the Contracting Officer/Specialist to provide additional clarifying or other information which will be reviewed subsequently by the TPEC and incorporated into the TPEC initial report (SSH 507.03). (Such communications may not be used to cure proposal deficiencies or material omissions, materially alter the technical or cost elements of the proposal and/or otherwise revise the proposal.)

The chairperson will prepare a summary report for each proposal, including narrative comments keyed to each evaluation factor covering the strengths, weaknesses, or deficiencies of the proposals which significantly affected the scoring, and a determination of acceptability classification for each proposal (i.e., technically acceptable, marginally acceptable, technically unacceptable). In addition, the report will include any dissenting opinions or disagreements on ratings. Compiling this report may require additional meetings of the TPEC (SSH 507.04).

The TPEC initial evaluation report will then be forwarded to the Contract Specialist/Contracting Officer (SSH 507.03). Upon receipt of the TPEC report, the offeror's cost proposal may be discussed with the chairperson and select TPEC members for their qualitative/quantitative review (SSH 508). The Contract Specialist/Contracting Officer may discuss the development of the competitive range with the TPEC before making a final determination if award with discussions is required.

Unless awarding without discussions, negotiations (consisting of written and/or oral discussions) will be conducted with all offerors in the competitive range. The chairperson and other members of the TPEC may be asked to assist with evaluated technical and cost issues. After negotiations are completed, proposal revisions or final proposal revisions will be requested from all offerors. Upon receipt of the revisions, each TPEC member will evaluate the revised technical proposal(s) and a revised or final technical evaluation report will be prepared and signed by the chairperson (SSH 608, 610).

### 3. Confidentiality (SSH 206)

As a member of the TPEC, you will acquire privileged information and source selection information concerning this acquisition. No information regarding specific proposals, the number or identity of the offerors, the evaluation, or outside data gathered for the purposes of the evaluation are to be made available or discussed with anyone except the TPEC, and the Contracting Officer/Specialist. Unless specifically authorized by the Contracting Officer/Specialist, you are not to discuss the evaluation with your co-workers, your supervisors, or representatives of any of the offerors. TPEC members and advisors shall avoid all contact with representatives of the offerors involved in the competition except as may be necessary in connection with committee proceedings, or in the conduct of other Reclamation business relating to other duty assignments. Such contacts shall not involve discussion of the acquisition which is in process.

TPEC members shall be individually responsible for safeguarding personal notes and copies of documents related to the TPEC's activities for the duration of the proceedings, including housing evaluation documents in locked or secured cabinets (SSH 207).

If it is determined that consultation with anyone outside the TPEC is necessary or desirable in the evaluation of a proposal, the chairperson shall first obtain written authorization from the Contracting Officer/Specialist to make such contact. In the event outside consultants are used, the chairperson is responsible for briefing each consultant regarding the confidentiality aspects of this acquisition (SSH 204).

The operations, decisions, and documents of the TPEC are required to be held in strictest confidence. Even a minor breach of procedure could have grave consequences for this acquisition if such a breach were pursued to the legal limits by an aggrieved party.

### 4. Conflicts of Interest (SSH 208)

The potential for a conflict of interest for employees involved in the evaluation of proposals is a serious matter which requires a degree of control beyond that normally required for other Department of the Interior employees. Even the appearance of a conflict of interest during an acquisition may discourage potential contractors, and invite protests or litigation.

You shall not solicit or accept any gift, gratuity, favor, entertainment, loan, or anything of monetary value from a competing contractor involved in any action for which you are an evaluation official under this delegation of authority. You are also reminded of other conduct prohibitions in FAR 3.104-4, including negotiating with competing contractors for future employment, disclosure of bid and proposal information or source selection information, and post-Government employment restrictions. Before serving on the evaluation panel, as a condition of your participation in this evaluation, you shall submit a signed form DI-1960, United States Department of the Interior Conflict of Interest Certificate, to the Contracting Officer/Specialist. You should retain a duplicate of the certification for your records.

Should you have any questions concerning these procedures, all inquiries may be directed to \_\_\_\_\_, the Contracting Officer/Specialist for this acquisition at \_\_\_\_\_.

Enclosures:

Evaluation criteria  
Numerical value (weight) of each criteria

Proposal Evaluation Plan (including rating sheets)  
Evaluation Plan guidelines

Proposals from:

- 1.
- 2.
- 3.
- 4.